

**PERMIT FORMS AND INSTRUCTIONS
PURSUANT TO
REGULATIONS FOR THE CONTROL AND ABATEMENT OF AIR POLLUTION**



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR PERMIT APPLICATION FORM
for ASPHALT PLANTS only**

**NEW AND MODIFIED SOURCE PERMITS
and STATE OPERATING PERMITS**

PLEASE READ CAREFULLY

This is an application form for a new or modified source permit, or a state operating permit. The staff of the Department of Environmental Quality reviews all permit applications to determine compliance with State Regulations. The evaluation of a permit application is a detailed and lengthy process, so your application should be submitted as soon as you can furnish the requisite information. A complete application is required prior to our commencing the process of preparing a permit. Once you have submitted a complete application we process your application as quickly as possible. To expedite the permit application and review process, please supply the information requested on the attached form accurately and completely.

A complete application must include:

- | | |
|--|---|
| 1. FORM 7 | A completed Form 7, including a properly signed Document Certification Form. |
| *2. MAP | A source location map that includes latitude and longitude coordinates for the facility. |
| *3. FACILITY | A site plan of the facility including the dimensions of all buildings (length, width and height), all stack and emission point locations by stack number, and the property lines and fence lines. |
| *4. PROCESS | A process flow diagram/schematic, a narrative process description and a material balance that reflects the requested permit limits. |
| * [†] 5. MSDS or CPDS | Material safety data sheets or Certified Product Data Sheets indicating the percent by weight of each ingredient and, for coatings, the VOC content in pounds per gallon. |
| [†] 6. CALCULATIONS | Calculations of emission estimates. Control technology justification to include economic analysis, if required. |
| * [†] 7. STACK TEST | Stack test data if applicable. |
| * [†] 8. MODEL | Air quality modeling based on consultation with the applicable regional office and the Office of Air Permit Programs, if required. |
| *9. LOCAL
GOVERNING
BODY
CERTIFICATION
FORM | Forward the form to local governing body, if applicable. |

* Not required for state operating permit applications unless specifically requested.

[†] Not required for an asphalt plant permit application unless specifically requested.

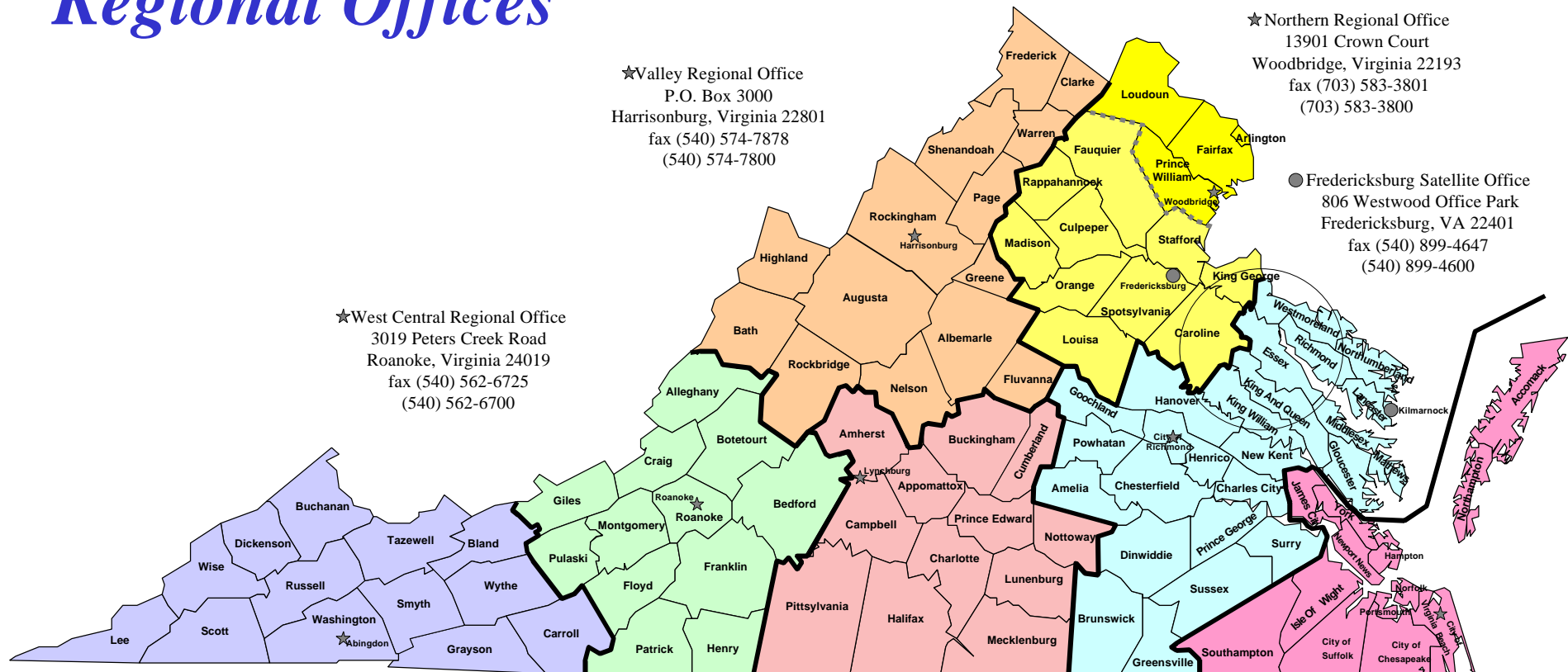
INSTRUCTIONS ARE PROVIDED FOR EACH PAGE OF THE FORM 7. Should you require additional assistance in completing this application, please contact the regional office for your area as shown on the map and localities list on pages iii-vi. Prior to completing this form, contact the regional office to ensure you are using the most current Form 7. Submit the completed application to the appropriate regional office.

**IT IS A VIOLATION OF STATE REGULATIONS TO BEGIN CONSTRUCTION OF OR OPERATE
A SOURCE WITHOUT OBTAINING THE APPROPRIATE PERMIT, IF A PERMIT IS REQUIRED.**

[Note: This form is available in MS Word and Adobe pdf formats on the DEQ website at www.deq.state.va.us.]

DEPARTMENT OF ENVIRONMENTAL QUALITY

Regional Offices



Air Quality Control Region
Assignment of Counties, Cities and Localities - List of Counties

County	Region	County	Region
Accomack	TRO	Loudoun	NRO
Albemarle	VRO	Louisa	FSO
Alleghany	WCRO	Lunenburg	SCRO
Amelia	PRO	Madison	FSO
Amherst	SCRO	Mathews	PRO
Appomattox	SCRO	Mecklenburg	SCRO
Arlington	NRO	Middlesex	PRO
Bath	VRO	Montgomery	WCRO
Bedford	WCRO	Nelson	VRO
Bland	SWRO	New Kent	PRO
Botetourt	WCRO	Northampton	TRO
Bristol	SWRO	Northumberland	PRO
Brunswick	PRO	Norton	SWRO
Buchanan	SWRO	Nottoway	SCRO
Buckingham	SCRO	Orange	FSO
Campbell	SCRO	Page	VRO
Caroline	FSO	Patrick	WCRO
Carroll	SWRO	Pittsylvania	SCRO
Charles City	PRO	Powhatan	PRO
Charlotte	SCRO	Prince George	PRO
Chesapeake	TRO	Prince Edward	SCRO
Chesterfield	PRO	Prince William	NRO
Clarke	VRO	Pulaski	WCRO
Craig	WCRO	Rappahannock	FSO
Culpeper	FSO	Richmond	PRO
Cumberland	SCRO	Roanoke	WCRO
Dickenson	SWRO	Rockbridge	VRO
Dinwiddie	PRO	Rockingham	VRO
Essex	PRO	Russell	SWRO
Fairfax	NRO	Scott	SWRO
Fauquier	FSO	Shenandoah	VRO
Floyd	WCRO	Smyth	SWRO
Fluvanna	VRO	Southampton	TRO
Franklin	WCRO	Spotsylvania	FSO
Frederick	VRO	Stafford	FSO
Giles	WCRO	Surry	PRO
Gloucester	PRO	Sussex	PRO
Goochland	PRO	Tazewell	SWRO
Grayson	SWRO	Warren	VRO
Greene	VRO	Washington	SWRO
Greensville	PRO	Westmoreland	PRO
Halifax	SCRO	Wise	SWRO
Hampton	TRO	Wythe	SWRO
Hanover	PRO	York	TRO
Henrico	PRO		
Henry	WCRO		
Highland	VRO		
Isle of Wight	TRO		
James City	TRO		
King and Queen	PRO		
King George	FSO		
King William	PRO		
Lancaster	PRO		
Lee	SWRO		

SWRO - Southwest Regional Office
NRO - Northern Regional Office
SCRO - South Central Regional Office

WCRO - West Central Regional Office
PRO - Piedmont Regional Office
FSO - Fredericksburg Satellite Office

VRO - Valley Regional Office
TRO - Tidewater Regional Office

Air Quality Control Region
Assignment of Counties, Cities and Localities - List of Cities and Localities

<u>Cities/Localities</u>	<u>Region</u>	<u>Cities/Localities</u>	<u>Region</u>	<u>Cities/Localities</u>	<u>Region</u>
Accomac	TRO	Chester	PRO	Franklin	TRO
Achilles	PRO	Chesterfield	PRO	Fredericksburg	FSO
Adner	PRO	Chilhowie	SWRO	Galax	SWRO
Alberta	PRO	Chincoteague	TRO	Gasburg	PRO
Alexandria	NRO	Christiansburg	WCRO	George's Tavern	PRO
Allmondsville	PRO	Chula	PRO	Glade Spring	SWRO
Amelia Courthouse	PRO	Church View	PRO	Glen Allen	PRO
Ark	PRO	Claremont	PRO	Glenns	PRO
Arlington	NRO	Clintwood	SWRO	Gloucester	PRO
Ashland	PRO	Coatesville	PRO	Gloucester Point	PRO
Aylett	PRO	Cobbs Creek	PRO	Goochland	PRO
Bacon's Castle	PRO	Cochran	PRO	Gray	PRO
Ballsville	PRO	Coeburn	SWRO	Gressitt	PRO
Barhamsville	PRO	Coles Point	PRO	Greys Point	PRO
Bavon	PRO	Collinsville	WCRO	Grundy	SWRO
Beach	PRO	Colonial Beach	PRO	Gum Spring	PRO
Beaverdam	PRO	Colonial Heights	PRO	Gwynn	PRO
Bedford	WCRO	Columbia	PRO	Hadensville	PRO
Belle Haven	TRO	Covington	WCRO	Hague	PRO
Bensley	PRO	Crozier	PRO	Hallwood	TRO
Bertrand	PRO	Daleville	WCRO	Hampton	TRO
Big Stone Gap	SWRO	Damascus	SWRO	Hanover	PRO
Blacksburg	WCRO	Danieltown	PRO	Harrisonburg	VRO
Bland	SWRO	Danville	SCRO	Hartfield	PRO
Bloxom	TRO	Darvills	PRO	Haynesville	PRO
Bon Air	PRO	Deltaville	PRO	Haysi	SWRO
Boones Mill	WCRO	Dendron	PRO	Heathsville	PRO
Bottoms Bridge	PRO	DeWitt	PRO	Highland Springs	PRO
Bowlers Wharf	PRO	Dinwiddie	PRO	Hillsville	SWRO
Brays Fork	PRO	Disputanta	PRO	Holdcroft	PRO
Brodnax	PRO	Doswell	PRO	Hollins	WCRO
Brunswick	PRO	Dublin	WCRO	Homeville	PRO
Buchanan	WCRO	Dunnsville	PRO	Hopewell	PRO
Buena Vista	VRO	Eagle Rock	WCRO	Hull Neck	PRO
Burgess	PRO	Eastville	TRO	Independence	SWRO
Burrowsville	PRO	Ebony	PRO	Irvington	PRO
Butylo	PRO	Edgerton	PRO	Jarratt	PRO
Cabin Point	PRO	Elberon	PRO	Jetersville	PRO
Callao	PRO	Emporia	PRO	Jonesville	SWRO
Cape Charles	TRO	Ettrick	PRO	Keller	TRO
Caret	PRO	Exmore	TRO	Kilmarnock	PRO
Carson	PRO	Fair Port	PRO	King & Queen	PRO
Cartersville	PRO	Fairfax	NRO	King William	PRO
Center Cross	PRO	Falls Church	NRO	Kinsale	PRO
Central Garage	PRO	Farnham	PRO	Lakeside	PRO
Champlain	PRO	Fife	PRO	Lancaster	PRO
Charles City	PRO	Fincastle	WCRO	Lanexa	PRO
Charlottesville	VRO	Fleeton	PRO		
Cheriton	TRO	Floyd	WCRO		
Chesapeake	TRO	Ford	PRO		

SWRO - Southwest Regional Office
NRO - Northern Regional Office
SCRO - South Central Regional Office

WCRO - West Central Regional Office
PRO - Piedmont Regional Office
FSO - Fredericksburg Satellite Office

VRO - Valley Regional Office
TRO - Tidewater Regional Office

Air Quality Control Region
Assignment of Counties, Cities and Localities - List of Cities and Localities

<u>Cities/Localities</u>	<u>Region</u>	<u>Cities/Localities</u>	<u>Region</u>	<u>Cities/Localities</u>	<u>Region</u>
Laurel	PRO	Norfolk	TRO	Stony Creek	PRO
Lawrenceville	PRO	Nuttsville	PRO	Stratford Hall	PRO
Lebanon	SWRO	Oak Grove	PRO	Stuart	WCRO
Leedstown	PRO	Oilville	PRO	Studley	PRO
Lerty	PRO	Old Church	PRO	Suffolk	TRO
Lewisetta	PRO	Onancock	TRO	Surry	PRO
Lexington	VRO	Onley	TRO	Sussex	PRO
Lilian	PRO	Painter	TRO	Sutherland	PRO
Littleton	PRO	Parksley	TRO	Tabscott	PRO
Litwalton	PRO	Pearisburg	WCRO	Talleysville	PRO
Lively	PRO	Petersburg	PRO	Tangier Island	TRO
Loretto	PRO	Poquoson	TRO	Tappahannock	PRO
Lottsburg	PRO	Portsmouth	TRO	Tazewell	SWRO
Low Moor	WCRO	Potomac Beach	PRO	Templeman	PRO
Lyells	PRO	Powhatan	PRO	Trenholm	PRO
Lynchburg	SCRO	Prince George	PRO	Troutville	WCRO
Maidens	PRO	Providence Forge	PRO	Urbana	PRO
Manakin-Sabot	PRO	Pulaski	WCRO	Valentines	PRO
Manassas	NRO	Purdy	PRO	Varina	PRO
Manassas Park	NRO	Radford	WCRO	Village	PRO
Mangohick	PRO	Reedville	PRO	Vinton	WCRO
Mannboro	PRO	Remlik	PRO	Virginia Beach	TRO
Manquin	PRO	Richlands	SWRO	Wachapreague	TRO
Marion	SWRO	Richmond, City of	PRO	Wakefield	PRO
Martinsville	WCRO	Ridgeway	WCRO	Walkerton	PRO
Matoaca	PRO	Ripplemead	WCRO	Walnut Point	PRO
Matthews	PRO	Roanoke	WCRO	Ware Neck	PRO
McKenney	PRO	Rock Castle	PRO	Wares Wharf	PRO
Meadows of Dan	WCRO	Rockville	PRO	Warner	PRO
Mechanicsville	PRO	Rocky Mount	WCRO	Warsaw	PRO
Melfa	TRO	Roxbury	PRO	Water View	PRO
Midlothian	PRO	Rural Retreat	SWRO	Waverly	PRO
Millers Tavern	PRO	Saint Stevens Church	PRO	Waynesboro	VRO
Mobjack	PRO	Salem	WCRO	Weems	PRO
Moneta	WCRO	Saluda	PRO	West Point	PRO
Montpelier	PRO	Sandston	PRO	White Stone	PRO
Montross	PRO	Sandy Point	PRO	White Marsh	PRO
Moon	PRO	Saxis	TRO	White Plains	PRO
Morattico	PRO	Scotland	PRO	Wicomico Church	PRO
Morven	PRO	Scotts Fork	PRO	Williamsburg	TRO
Moseley	PRO	Severn	PRO	Wilsons	PRO
Mount Holly	PRO	Shackelfords	PRO	Winchester	VRO
Mundy Point	PRO	Sharps	PRO	Windmill Point	PRO
Narrows	WCRO	Short Pump	PRO	Winterpock	PRO
Nassawadox	TRO	Skippers	PRO	Wise	SWRO
Naxera	PRO	Smith Point	PRO	Wytheville	SWRO
New Castle	WCRO	Spring Grove	PRO	Yale	PRO
New Kent	PRO	Staunton	VRO		
New Point	PRO	Stevensville	PRO		
Newport	WCRO	Stingray Point	PRO		
Newport News	TRO				
Newtown	PRO				

SWRO - Southwest Regional Office
NRO - Northern Regional Office
SCRO - South Central Regional Office

WCRO - West Central Regional Office
PRO - Piedmont Regional Office
FSO - Fredericksburg Satellite Office

VRO - Valley Regional Office
TRO - Tidewater Regional Office

CONFIDENTIAL INFORMATION

Under the Virginia Freedom of Information Act (FOIA) (Virginia Code Title 2.2, Chapter 37) and by regulation (9 VAC 5-170-60), all information submitted by the applicant is available to anyone requesting the information unless it is certified by the applicant as meeting all of the criteria listed in 9 VAC 5-170-60 C:

"In order to be exempt from disclosure to the public under subsection B of this section, the record, report or information must satisfy the following criteria:

1. *Information for which the company has been taking and will continue to take measures to protect the confidentiality;*
2. *Information that has not been and is not presently reasonably obtainable without the company's consent by private citizens or other firms through legitimate means other than discovery based on a showing of special need in a judicial or quasi-judicial proceeding;*
3. *Information which is not publicly available from sources other than the company; and*
4. *Information the disclosure of which would cause substantial harm to the company."*

However, emissions data shall be available to the public without exception (9 VAC 5-170-60 A). Emissions data include those data meeting the definition found in federal regulations at 40 CFR 2 Sec. 2.301, which states:

"Emission data means, with reference to any source of emission of any substance into the air--

- A. *Information necessary to determine the identity, amount, frequency, concentration, or other characteristics (to the extent related to air quality) of any emission which has been emitted by the source (or of any pollutant resulting from any emission by the source), or any combination of the foregoing;*
- B. *Information necessary to determine the identity, amount, frequency, concentration, or other characteristics (to the extent related to air quality) of any emission which, under an applicable standard or limitation, the source was authorized to emit (including, to the extent necessary for such purposes, a description of the manner or rate of operation of the source); and*
- C. *A general description of the location and/or nature of the source to the extent necessary to identify the source and to distinguish it from other sources (including, to the extent necessary for such purposes, a description of the device, installation, or operation constituting the source)."*

Applicants should consider the "information necessary to determine..." language in the definition, which can include information on throughputs, heat rates, emissions factors, and other characteristics required to derive information on actual or authorized emissions.

In order for DEQ to accept a claim of confidentiality, the applicant must do all of the following:

- Prepare both confidential and non-confidential versions of the application;

The front page of the confidential copy and any subsequent pages containing confidential information should be labeled or stamped "Confidential," "Proprietary," or "Trade Secret."

The public version should indicate which information or data have been removed or blacked out due to confidentiality by labeling those parts or elements of the application as confidential. If an entire page is confidential, there should be a corresponding non-confidential page describing the type of information held confidential, for instance, "Process Flow Diagram (confidential)."

The non-confidential version of the application should be structured so that the permit can be written from the information provided in that version. If this is not feasible then the reasons should be documented in the showing provided with the application. DEQ regional offices can provide a copy of the DEQ Air Permitting Confidentiality Policy, which discusses some approaches to structuring applications so that the permit can reflect the non-confidential information.

- Remove only confidential information

If a page contains both confidential and non-confidential information, the public version must contain all of the non-confidential information. The applicant may not remove all the information on a page or application section or part because some of the information is confidential.

- Refrain from confidentiality claims for emission data that cannot be held confidential

Information necessary to determine emissions or what the source is authorized to emit cannot be held confidential.

CONFIDENTIAL INFORMATION (continued)

- Prepare and certify a showing document for all information claimed as confidential and has been removed or omitted from the public version of the application.

The applicant must prepare a document showing that each type of information or data claimed as confidential meets the criteria of 9 VAC 5-170-60 C as discussed above. The showing document is itself public information subject to FOIA, so the applicant should not include confidential information in the showing document. The applicant must certify the showing.

The showing should follow the format of the example provided below. The certification must contain the wording found in the example.

Example Showing

Throughout the referenced application, XYZ Company claims throughputs of Equipment A, B, and C and composition information of our final blended products as confidential.

Throughputs

XYZ protects the confidentiality of this information by:

- Keeping the information under lock and key except when designated employees have need of its use.
- Allowing only those employees who have a "need to know" access to this information. Other XYZ employees do not have access to this information.
- Requiring all employees who have access to this information to sign a confidentiality agreement.

Disclosure of the throughputs of Equipment A, B, and C could cause substantial harm to XYZ by allowing competitors to better determine our costs. Both fixed and variable costs in our industry are highly dependent on the scale of operations. Disclosure of this information would give competitors information with which they could determine our production capacity, which we believe they do not know at this time. To the best of our knowledge, this information is not publicly available and is not reasonably obtainable by the public or other unauthorized parties.

Product Composition

XYZ protects the confidentiality of this information by:

- Keeping the information under lock and key except when designated employees have need of its use.
- Allowing only those employees who have a "need to know" access to this information. Other XYZ employees do not have access to this information.
- Requiring all employees who have access to this information to sign a confidentiality agreement.
- Requiring customers who have access to this information to sign confidentiality agreements

Disclosure of the composition of our final blended products could cause substantial harm to XYZ by allowing competitors to reverse engineer our products. XYZ has invested significant resources over many years developing these products. Disclosure of these compositions could allow competitors to copy our products without them being required to expend the resources we have spent developing them, thereby reducing our current competitive advantage. To the best of our knowledge, this information is not publicly available and is not reasonably obtainable by the public or other unauthorized parties.

Certification

I hereby certify under penalty of law that to the best of my knowledge and belief, after diligent inquiry, the information claimed above as confidential meets the confidential information criteria of 9 VAC 5-170-60 C and 40 CFR 2.208 and is not "emissions data." Further, to the best of my knowledge, this information has never been determined not to be confidential information by EPA or any other agency, nor has it ever been disclosed to the public by EPA or any other agency.

Typed Name and Title of Responsible Official _____

Signature of Responsible Official _____

Date _____

DEQ staff will review the material to determine its eligibility for confidential treatment and will inform you in writing of the determination.

If you have any questions, please contact the DEQ regional office to which the application is made.

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY - AIR PERMITS

LOCAL GOVERNING BODY CERTIFICATION FORM	
Facility Name:	Registration Number:
Applicant's Name:	Name of Contact Person at the site:
Applicant's Mailing address:	Contact Person Telephone Number:
Facility location (also attach map):	
Facility type, and list of activities to be conducted:	
<p>The applicant is in the process of completing an application for an air pollution control permit from the Virginia Department of Environmental Quality. In accordance with § 10.1-1321.1, Title 10.1, Code of Virginia (1950), as amended, before such a permit application can be considered complete, the applicant must obtain a certification from the governing body of the county, city or town in which the facility is to be located that the location and operation of the facility are consistent with all applicable ordinances adopted pursuant to Chapter 22 (§§ 15.2-2200 <u>et seq.</u>) of Title 15.2. The undersigned requests that an authorized representative of the local governing body sign the certification below.</p>	
Applicant's signature:	Date:
<p>The undersigned local government representative certifies to the consistency of the proposed location and operation of the facility described above with all applicable local ordinances adopted pursuant to Chapter 22 (§§15.2-2200 et seq.) of Title 15.2. of the Code of Virginia (1950) as amended, as follows:</p> <p>(Check one block)</p> <p><input type="checkbox"/> The proposed facility is fully consistent with all applicable local ordinances.</p> <p><input type="checkbox"/> The proposed facility is inconsistent with applicable local ordinances; see attached information.</p>	
Signature of authorized local government representative:	Date:
Type or print name:	Title:
County, city or town:	

[THE LOCAL GOVERNMENT REPRESENTATIVE SHOULD FORWARD THE SIGNED CERTIFICATION TO THE APPROPRIATE DEQ REGIONAL OFFICE AND SEND A COPY TO THE APPLICANT.]

LOCAL GOVERNING BODY CERTIFICATION FORM

Effective July 1, 1993, Section 10.1-1321.1 of the Code of Virginia specifies that:

"A. No application for a permit for a new or major modified stationary air pollution source shall be considered complete unless the applicant has provided the Director with notification from the governing body of the county, city, or town in which the source is to be located that the location and operation of the source are consistent with all ordinances adopted pursuant to Chapter 22 (' ' 15.2-2200 et seq.) of Title 15.2."

"B. The governing body shall inform in writing the applicant and the Department of the source's compliance or noncompliance not more than 45 days from receipt by the chief executive officer, or his agent, of a request from the applicant."

"C. Should the governing body fail to provide written notification as specified in subsection B of this section, the requirement for such notification as specified in subsection A of this section is waived."

Definitions:

- Any new site (not previously designated as a stationary source) upon which one or more emissions units undergo initial construction, installation, or relocation shall be considered a **New Source**; a "green field" source.
- Any existing stationary source making changes to emission units (construction, installation, modification, reconstruction, or relocation) shall be considered a **Modified Source**. Modified sources need only use this form if the modification is major.
- Any stationary source that emits, or has the potential to emit, 100 tons or more per year of any regulated air pollutant shall be considered a **Major Source**. "Regulated air pollutant" is defined in 9 VAC 5-80-1110 C.
- Any modified source, the modification of which is equivalent to the definition of a "major source", shall be considered a **Major Modified Source**.
- Any "major source", the modification of which results in a "significant" net emissions increase of any regulated pollutant, shall be considered a **Major Modified Source**.
- Emissions levels that are considered **Significant** for stationary sources located in Prevention of Significant Deterioration Areas are listed in the definition of "significant" in 9 VAC 5-80-1710 C. Emission levels that are considered **Significant** for stationary sources located in Non-attainment Areas are listed in the definition of "significant" in 9 VAC 5-80-2010 C.

If required, the attached form should be submitted to the appropriate officials of the county, city, or town in which your facility is to be located. (The form is not required for Operating Permits insofar as these pertain to previously existing and operating sources.)

1. Applicant: Fill out the top section of the form and sign in the center block. Send the partially completed notification form to the local governing body by certified mail/return receipt, and keep a copy of the return receipt. A copy of the return receipt should then be submitted with the application to the appropriate DEQ regional office.

2. Local officials: You may use either this form or a certification designed by the locality. If you use this form, please fill out the bottom section of the form. The form asks you to certify that the facility is or will be consistent with all applicable local ordinances. Please check the appropriate box, sign the form and if there is inconsistency, please attach an explanation that indicates the corrective measures being taken. Then forward the form (or the certification designed by the locality) to the appropriate DEQ regional office within 45 days following receipt of the request from the applicant. (A postmark date within 45 days of receipt is sufficient.) Send a copy of the completed form to the applicant.

There are two ways for an applicant for a new or major modified stationary air pollution source permit to comply with this requirement. (1) When a completed form is received by DEQ indicating that locality certifies that the location and operation of the proposed source are in compliance with local ordinances, then this requirement is met. (2) If the locality fails to respond in writing to the request within 45 days of receipt, then this requirement is met when the applicant provides DEQ with evidence that the locality has received the form and has failed to respond in writing within the 45-day period.

COMMONWEALTH OF VIRGINIA
Department of Environmental Quality



AIR PERMIT APPLICATION for ASPHALT PLANTS
General information
CHECK ALL FORMS THAT APPLY AND LIST ALL ATTACHED DOCUMENTS

- ☐ CONFIDENTIAL INFORMATION, Page vii
☐ REQUEST FORM FOR LOCAL GOVERNMENT CERTIFICATION, Page ix
☐ CONTENTS AND DOCUMENT CERTIFICATION, Page 1
☐ GENERAL INFORMATION, Page 2
☐ GENERAL INFORMATION (continued), Page 3
☐ ASPHALT PLANT QUESTIONNAIRE, Pages 4, 5 and 6

LIST ATTACHED DOCUMENTS

- ☐ MAP of SITE LOCATION
☐ FACILITY SITE PLAN
☐ PROCESS FLOW DIAGRAM/SCHEMATIC
☐ MSDS or CPDS SHEETS
☐ ESTIMATED EMISSIONS CALCULATIONS
☐ STACK TESTS
☐ AIR MODEL DATA
☐ LOCAL GOVERNING BODY CERTIFICATION FORM

Note any of the added form sheets above; also indicate the number of copies of each form in blank provided.

DOCUMENT CERTIFICATION FORM
(see other side for instructions)

I certify under penalty of law that this document and all attachments [as noted above] were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering and evaluating the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I certify that I understand that the existence of a permit under [Article 6 of the Regulations] does not shield the source from potential enforcement of any regulation of the board governing the major NSR program and does not relieve the source of the responsibility to comply with any applicable provision of the major NSR regulations.

SIGNATURE: _____

DATE: _____

NAME: _____

TITLE: _____

REGISTRATION

COMPANY: _____

NUMBER: _____

References: Virginia Regulations for the Control and Abatement of Air Pollution (Regulations), 9 VAC 5-20-230B and 9 VAC 5-80-1140E. See reverse of this form for instructions.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY

DOCUMENT CERTIFICATION FORM

INSTRUCTIONS FOR USE

Various provisions of the Regulations for the Control and Abatement of Air Pollution require that certain documents submitted to the Board or the Department be signed by a responsible official with certification that the information contained in the statement is accurate to the best knowledge of the individual certifying the statement. Documents covered by this requirement include, but are not limited to, permit applications, registrations, emission statements, emission testing and monitoring reports, or compliance certifications. The certification should include the full name, title, signature, date of signature, and telephone number of the responsible official. A responsible official is defined as follows (Regulations, 9 VAC 5-20-230A.):

- a. For a business entity, such as a corporation, association or cooperative, a responsible official is either:
 - (1) The president, secretary, treasurer, or a vice-president of the business entity in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the business entity; or
 - (2) A duly authorized representative of such business entity if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either (i) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars), or (ii) the authority to sign documents has been assigned or delegated to such representative in accordance with procedures of the business entity.
- b. For a partnership or sole proprietorship, a responsible official is a general partner or the proprietor, respectively.
- c. For a municipality, state, federal, or other public agency, a responsible official is either a principal executive officer or ranking elected official. A principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

Certification is required with each application submittal, including amendments to an application (i.e. new pages, revisions to existing pages and other amendments to application information).

Reference: Regulations, 9 VAC 5-80-1140D. Letters, phone calls, etc. are considered additional supplementary information to the certified application submittal.

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR PERMIT APPLICATION GENERAL INFORMATION

PERSON COMPLETING FORM	DATE	REGISTRATION NUMBER

REASON(S) FOR SUBMISSION:

☐ STATE OPERATING PERMIT

THIS PERMIT IS APPLIED FOR PURSUANT TO PROVISIONS OF THE VIRGINIA ADMINISTRATIVE CODE, 9 VAC 5 Chapter 80, Article 5 (SOP)

☐ NEW (Greenfield) SOURCE

THIS PERMIT IS APPLIED FOR PURSUANT TO THE FOLLOWING PROVISION(S) OF THE VIRGINIA ADMINISTRATIVE CODE:

☐ MODIFICATION of a SOURCE

☐ 9 VAC 5 Chapter 80, Art. 6 (MINOR SOURCES)

☐ RELOCATION of a SOURCE

☐ 9 VAC 5 Chapter 80, Art. 8 (PSD MAJOR SOURCES)

☐ 9 VAC 5 Chapter 80, Art. 9 (NON-ATTAINMENT MAJOR SOURCES)

☐ Non-Binding Letter of EXEMPTION

☐ AMENDMENT to a Permit dated: _____ Permit type: ☐ SOP(Art.5) ☐ NSR (Art.6)

Amendment Type:

☐ Administrative Amendment

☐ Minor Amendment

☐ Significant Amendment

THIS AMENDMENT IS REQUESTED PURSUANT TO THE PROVISIONS OF:

☐ 9 VAC 5-80-970 (SOP Adm.)

☐ 9 VAC 5-80-1270 (NSR Adm.)

☐ 9 VAC 5-80-980 (SOP Minor)

☐ 9 VAC 5-80-1280 (NSR Minor)

☐ 9 VAC 5-80-990 (SOP sig.)

☐ 9 VAC 5-80-1290 (NSR. sig.)

Complete Pages 1, 2, and 3 and refer to the above checked provisions for additional information requirements. Form 7 pages may be used to satisfy those requirements.

☐ REGISTRATION/REGISTRATION UPDATE

☐ NOTIFICATION OF OWNERSHIP OR NAME CHANGE - EFFECTIVE DATE: _____
(Complete Pages 1, 2 and 3 ONLY)

☐ OTHER (SPECIFY): _____

COMPANY AND DIVISION NAME:

MAILING ADDRESS:

TELEPHONE NUMBER:

NUMBER OF EMPLOYEES AT SITE:

PROPERTY AREA AT SITE:

EXACT SOURCE LOCATION - INCLUDE NAME OF CITY (COUNTY) AND FULL STREET ADDRESS OR DIRECTIONS:

PERSON TO CONTACT ON AIR POLLUTION MATTERS - NAME AND TITLE:

PHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

☐ Please check here if you obtained this form from the DEQ website.

FOR OFFICIAL USE ONLY

COUNTY CODE:

PLANT ID NUMBER:

LAT/LONG:

GENERAL INFORMATION INSTRUCTIONS

REASON FOR SUBMISSION - check the appropriate box(es) and the applicable regulation(s).

1. "STATE OPERATING PERMIT" means that you are either an existing source applying for an operating permit, or are a NEW (Greenfield) SOURCE applying for a State Operating Permit concurrently with a permit to construct and operate the NEW (Greenfield) SOURCE. State Operating Permits are normally optional, and are requested for one of the reasons stated in 9 VAC 5-80-800 C.
2. "NEW (Greenfield) SOURCE" means that you are either constructing emission units at a new facility where no facility now exists, or you are constructing emission units at a facility that previously had no emission units at the facility. The NEW (Greenfield) SOURCE is (or may be) subject to permit review requirements.
3. "MODIFICATION of a SOURCE" means that (1) you already have emission units at your facility, (2) you are making physical or operational changes to the facility, (3) those proposed changes could result in a net emission increase of a regulated pollutant (or the emission of a regulated pollutant not presently being emitted), and (4) that physical or operational change is (or may be) subject to permit review requirements.
4. "RELOCATION of a SOURCE" means that you are relocating emission units from a facility in one location to a new or existing facility in another location, and that relocation is (or may be) subject to permit review.
5. "Non-Binding Letter of EXEMPTION" means that you are applying for written confirmation that a particular change is not subject to permit review under 9 VAC 5, Chapter 80, Articles 6, 8, or 9.
6. "PERMIT AMENDMENT" means that you have an effective air permit for your source, and you need changes made to that permit that do not qualify as a "MODIFICATION of a SOURCE".
7. "REGISTRATION/REGISTRATION UPDATE" means that you are applying to register a source that is not otherwise subject to permit review under 9 VAC 5, Chapter 80, Articles 6, 8 or 9, or you are applying to update a previous registration. See 9 VAC 5-20-160 of the regulations.
8. "NOTIFICATION of OWNERSHIP OR NAME CHANGE" means that you simply notifying DEQ of the changes as required by regulation. Requests to update a permit for the change shall be made as a "PERMIT AMENDMENT" request instead of a NOTIFICATION. Include the effective date of the change in your request.
9. "OTHER (SPECIFY)" means you intend to make a change to your facility, you do not know what air permitting requirements apply, and you wish for DEQ to evaluate the change for you and determine which requirements apply. Fill out the Form 7 as completely as possible and describe in a letter what you wish to do.

The listed regulations detail the various types of air pollution permits. Please indicate which of these you believe are applicable to this application. (More than one may apply). Sections of the regulations may be downloaded from the DEQ web site at <http://www.deq.state.va.us/>. Copies of the regulations are available for purchase from the WestGroup by calling 1-800-328-4880 (Air regulations are contained in Volume 6, Title 9 of the Virginia Administrative Code).

COMPANY AND DIVISION NAME - list the official company name and the division if applicable.

MAILING ADDRESS - list the mailing address that corresponds to the facility on this application.

TELEPHONE NUMBER - list the phone number at the facility.

NUMBER OF EMPLOYEES AT SITE - list the number of employees at the facility.

PROPERTY AREA AT SITE - list the area in acres.

EXACT SOURCE LOCATION - provide a description of the facility location indicating street address or directions to facility; provide a map pinpointing the exact source location and specify where the plant property boundaries are, if requested by the regional office; provide a plant layout with dimensions of all buildings (height, length, width) at the facility indicating all stack and emission point locations by stack or reference number, if requested.

PERSON TO CONTACT ON AIR POLLUTION MATTERS - provide the name/title of a contact person for air pollution matters.

PHONE NUMBER - provide a phone number at which DEQ staff can reach the contact person.

FAX PHONE NUMBER - provide the fax number of the contact person, if there is one.

E-MAIL ADDRESS - provide an E-mail address of the contact person, if you wish to communicate with DEQ by e-mail.

FOR OFFICIAL USE ONLY - provided for use by the DEQ regional office.

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR PERMIT APPLICATION GENERAL INFORMATION (continued)

COMPANY NAME	DATE	REGISTRATION NUMBER

FOR PORTABLE PLANTS:

IS THIS FACILITY DESIGNED TO BE PORTABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
- IF YES, IS THIS FACILITY ALREADY PERMITTED AS A PORTABLE PLANT? <input type="checkbox"/> YES <input type="checkbox"/> NO PERMIT DATE: _____		
IF NOT PERMITTED, IS THIS AN APPLICATION TO BE PERMITTED AS A PORTABLE PLANT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF PERMITTED AS A PORTABLE FACILITY, IS THIS A NOTIFICATION OF RELOCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		
- DESCRIBE THE NEW LOCATION OR ADDRESS (INCLUDE A SITE MAP): _____		
- WILL THE PORTABLE FACILITY BE CO-LOCATED WITH ANOTHER SOURCE? <input type="checkbox"/> YES <input type="checkbox"/> NO REG. NO.: _____		
- WILL THE PORTABLE FACILITY BE MODIFIED OR RECONSTRUCTED AS A RESULT OF THE RELOCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		
- WILL THERE BE ANY NEW EMISSIONS OTHER THAN THOSE ASSOCIATED WITH THE RELOCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		
- IS THE FACILITY SUITABLE FOR THE AREA TO WHICH IT WILL BE LOCATED? (ATTACH DOCUMENTATION.) <input type="checkbox"/> YES <input type="checkbox"/> NO		

DESCRIBE THE PRODUCTS MANUFACTURED AND/OR SERVICES PERFORMED AT THIS FACILITY:

--

LIST THE STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE(S) FOR THE FACILITY:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PRIMARY SIC		SECONDARY SICs							

PLEASE LIST ALL THE FACILITIES IN VIRGINIA UNDER COMMON OWNERSHIP OR CONTROL BY THE OWNER OF THIS FACILITY:

MILESTONES. This section is to be completed if the permit application includes a new emissions unit or modification to existing operations.

MILESTONES*	STARTING DATE	ESTIMATED COMPLETION DATE
New equipment installation		
Modification of existing process or equipment		
Start-up dates		

*For new or modified installations to be constructed in phased schedule, give construction/installation starting and completion date for each phase.

GENERAL INFORMATION (continued) INSTRUCTIONS

COMPANY NAME - give the company name, the date completed, and the registration number assigned to the facility if applicable.

IS THE FACILITY DESIGNED TO BE PORTABLE? - 9 VAC 5-80-1110 B defines "portable", to mean an emissions unit that is designed to have the capability of being moved from one location to another for the purpose of operating at multiple locations and storage when idle. Indications of portability include, but are not limited to, wheels, skids, carrying handles, dolly, trailer, or platform. If this facility is already permitted as a portable facility, list the date of the effective permit.

IS THIS AN APPLICATION TO BE PERMITTED AS A PORTABLE PLANT? - if the facility is designed to be portable, indicate whether or not you wish to have the permit contain specific conditions that will acknowledge this fact, so that the facility may be relocated without a new permit in accordance with 9 VAC 5-80-1320 A.1.c.

IS THIS A NOTIFICATION OF RELOCATION OF A PORTABLE FACILITY? - 9 VAC 5-80-1320 A.1.c allows the relocation of a properly permitted portable facility to be exempt from permitting requirements, as long as it meets certain requirements, one of which is timely notification of the relocation. This notification should be sent to the Director of the DEQ Regional Office into whose area of responsibility the facility will be relocated. The 15-day notification period begins when DEQ receives the notification. Submission of pages 1, 2, and 3 of this form 7 may be used for that notification (with "RELOCATION of a SOURCE" marked on Page 2). However, use of this form for that purpose is not required. Note that a site map and documentation of site suitability should accompany this form or whatever means of notification is used. Include the registration number of any stationary source that will be co-located with the portable facility at the new site.

Site suitability may be documented by the use of a properly certified Local Governing Body Certification Form from the locality to which the facility will be relocated, although that form is not required for this purpose. Contact the appropriate DEQ Regional Office for instructions. DEQ will make a determination of site suitability based upon regional and local requirements.

PRODUCTS MANUFACTURED/SERVICED - indicate the type of business in which this facility is engaged, listing products produced and/or services performed.

SIC CODE(S) - provide all 4-digit Standard Industrial Classification Code(s) for this facility and for the process(es). Place primary SIC in the first set of blocks.

FACILITIES UNDER COMMON OWNERSHIP - list the facilities in Virginia that are owned by the applicant company, its subsidiaries, and its parent company.

MILESTONE DATES - list all dates pertinent to this application as accurately as possible. For start-up dates, provide each relevant date as it might affect emissions, e.g., start-up of each unit, modification of each unit, imposition of or changes in permitted emissions for each unit.

ASPHALT PLANT QUESTIONNAIRE

Note: if your plant consists of more than a hot mix asphalt plant, you should use the DEQ - Air Division general Form 7 rather than this application form.

1. Company Name: _____ 2. Registration No.: _____

3. Aggregate Dryer/Mixer Manufacturer: _____

4. Model number: _____ 5. Date of Manufacture/Construction: _____

6. Maximum Rated Capacity of Plant: _____ tons per hour of hot mix asphalt produced

7. Type of Plant: ☐ Batch Mix ☐ Parallel Flow Drum Mix ☐ Counterflow Drum Mix
☐ Double Barrel Drum Mix ☐ Triple Drum Mix

8. Requested Maximum Annual Production Rate: (Note: This value will be used to establish permit limits.)
_____ tons of hot mix asphalt per year

9. Control Equipment: (use additional pages if necessary.)

☐ Add-on Control Equipment:
Stack No. : _____ Control Type: ☐ Baghouse ☐ Scrubber Control Efficiency: _____ %
Emission Points Controlled: _____

Stack No. : _____ Control Type: ☐ Baghouse ☐ Scrubber Control Efficiency: _____ %
Emission Points Controlled: _____

Stack No. : _____ Control Type: ☐ Baghouse ☐ Scrubber Control Efficiency: _____ %
Emission Points Controlled: _____

☐ Other Controls (Stack No., Type and Control Efficiency): _____
Emission Points Controlled: _____

10. Is there an Aggregate Dryer on site? ☐ Yes ☐ No _____ (MMBtu/hr max heat input capacity)

Fuels: (Check and fill in the fuel type, throughput, and content information, as applicable) Stack No. : _____

☐ Natural Gas *Maximum Annual Throughput: _____ million cubic feet per year

☐ No. 1 or No.2 Distillate Fuel Oil *Maximum Annual Throughput: _____ thousand gallons per year

☐ Other: _____ Heat Content: _____ MMBtu per _____ (units)

*Maximum Annual Amount of Fuel Used: _____ (units): _____ @ _____ % *Sulfur
(*Note: This value will be used to establish permit limits.)

11. Liquid Asphalt Storage Tank Heater on site? ☐ Yes ☐ No _____ (MMBtu/hr max heat input capacity)

Fuels: (Check and fill in the fuel type, throughput, and content information, as applicable) Stack No. : _____

☐ Natural Gas *Maximum Annual Throughput: _____ million cubic feet per year

☐ No. 1 or No.2 Distillate Fuel Oil *Maximum Annual Throughput: _____ thousand gallons per year

☐ Other: _____ Heat Content: _____ MMBtu per _____ (units)

*Maximum Annual Amount of Fuel Used: _____ (units): _____ @ _____ % *Sulfur
(*Note: This value will be used to establish permit limits.)

ASPHALT PLANT QUESTIONNAIRE (Continued)

12. Will a generator be used to provide power for plant operations? ☐ Yes ☐ No
- If yes, the rated capacity is: _____ BHP _____ KW _____ (MMBtu/hr max heat input capacity)
- If yes, how is it used: ☐ Regularly ☐ Peak Shaving ☐ Emergency use only (loss of utility power)
- Fuels: (Check and fill in the fuel type, throughput, and content information, as applicable) Stack No. : _____
- ☐ Natural Gas *Maximum Annual Throughput: _____ million cubic feet per year
- ☐ No. 1 or No.2 Distillate Fuel Oil *Maximum Annual Throughput: _____ thousand gallons per year
- ☐ Other: _____ Heat Content: _____ MMBtu per _____ (units)
- *Maximum Annual Amount of Fuel Used: _____ (units): _____ @ _____ % Sulfur
- (*Note: These values will be used to establish permit limits.)
13. Will the plant have hot mix asphalt storage silos on site? ☐ Yes ☐ No If yes, fill out table below:
- | Silo No. | Stack No. | Volume capacity of hot mix silo | Maximum annual expected throughput of hot mix silo |
|----------|-----------|---------------------------------|--|
| _____ | _____ | _____ tons | _____ *tons per year |
| _____ | _____ | _____ tons | _____ *tons per year |
| _____ | _____ | _____ tons | _____ *tons per year |
- (*Note: These values will be used to establish permit limits.)
14. Are there heaters in the hot mix storage silos? ☐ Yes ☐ No _____ (MMBtu/hr Total heat input capacity)
- Fuels: (If yes, list fuel types, total fuel throughput, and fuel heat content.) List Stack Nos. _____
- ☐ Natural Gas Heat Content: _____ MMBtu per million cubic feet
- *Total Maximum Annual Throughput of Natural Gas: _____ million cubic feet per year
- ☐ No. 1 or No. 2 Fuel Oil Heat Content: _____ MMBtu per thousand gallons
- *Total Maximum Annual Throughput of Fuel Oil: _____ thousand gallons per year
- ☐ Other: _____ Heat Content: _____ MMBtu per _____ (units i.e. gal, cuft)
- *Total Maximum Annual Amount of Fuel Used: _____ (units) per year @ _____ % S
- (*Note: These values will be used to establish permit limits.)
15. Will the plant have a lime silo on site? ☐ Yes ☐ No Stack No : _____
- If yes, what is the volume capacity of the silo? _____ tons of lime
- If yes, what is the maximum annual expected throughput of lime?* _____ tons of lime per year
- (*Note: This value will be used to establish permit limits.)
16. Any other material storage silos on site other than those listed above? ☐ Yes ☐ No Stack No : _____
- If yes, specify material: _____ (Attach MSDS)
- If yes, what is the maximum annual expected throughput?* _____ tons per year
- If yes, what is the volume capacity of the silo? _____ tons
- (*Note: This value will be used to establish permit limits.)
17. Will the plant have a recycled asphalt pavement (RAP) crusher on site? ☐ Yes ☐ No Stack No : _____
- If yes, what is the capacity of the crusher? _____ tons of RAP per hour
- If yes, what is the maximum annual expected throughput of RAP?* _____ tons of RAP per year
- If yes, please attach crusher information, including the date(s) of construction.
- (*Note: This value will be used to establish permit limits.)

ASPHALT PLANT QUESTIONNAIRE (Continued)

18. Are there fuel or volatile organic liquid storage tanks over 10,000 gallons capacity on site? ☐ Yes ☐ No

Tank No. _____ ☐ Above ground ☐ Below ground Contents: _____ (attach MSDS)

Tank Capacity (volume): _____ thousand gallons *Annual Throughput: _____ thousand gallons per year

Tank No. _____ ☐ Above ground ☐ Below ground Contents: _____ (attach MSDS)

Tank Capacity (volume): _____ thousand gallons *Annual Throughput: _____ thousand gallons per year

Tank No. _____ ☐ Above ground ☐ Below ground Contents: _____ (attach MSDS)

Tank Capacity (volume): _____ thousand gallons *Annual Throughput: _____ thousand gallons per year

(*Note: These values will be used to establish permit limits.)

19. If this is a modification of the facility, list the average annual emissions rate over the last consecutive 24-month period.

PM _____ tons per year. (append your calculations to this application.)

PM₁₀ _____ tons per year. (append your calculations to this application.)

SO₂ _____ tons per year. (append your calculations to this application.)

NO_x _____ tons per year. (append your calculations to this application.)

CO _____ tons per year. (append your calculations to this application.)

VOC _____ tons per year. (append your calculations to this application.)

20. Normal Equipment Operating Schedule:

_____ Hours per Day

_____ Hours per week

_____ Hours per Year

21. Percent Annual Production Rate by Season:

December through February _____ %

March through May _____ %

June through August _____ %

September through November _____ %

Total 100 %

22. Stack/Exhaust Data:

Stack No.	Process	Stack Height (ft.)	Exhaust Stack Area (sq. ft.)	Exit Gas Velocity (fpm)	Exit Gas Volume (acfm)	Exit Gas Temp. (°F)

ASPHALT PLANT QUESTIONNAIRE (Continued)

Stack No.	Process	Stack Height (ft.)	Exhaust Stack Area (sq. ft.)	Exit Gas Velocity (fpm)	Exit Gas Volume (acfm)	Exit Gas Temp. (°F)